



- INTERNAL JOB OPPORTUNITY -
Financial Management Division
Financial Analyst 1

CLOSES: October 20, 2004

SALARY: \$2,413 - \$3,059 per month Range 40

APPOINTMENT TYPE: Permanent, FT

LOCATION: Olympia, WA

POSITION PROFILE:

This position is responsible for:

- Processing State Agency Payments
- Maintenance of agency vendor file and W-9's collected
- Processing warrant cancellations/Unclaimed Property
- FES (Financial Expenditure System) corrections
- AFRS/FES expenditure reconciliation
- FY Closing duties, specifically reconciliation of payments due to Washington State Agencies
- Managing agency accrued expenditures
- Processing IRS 1099's for our agency vendors
- Tracks interest earnings by fund for the annual report
- Reconciles FMD Petty Cash Account
- Backs up Financial Analyst 1 (Accounts Receivable)

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

- Full understanding of GAAP (General Accepted Accounting Principles);
- Knowledge of DNR internal financial systems, specifically FES (Financial Expenditure System), RMS (Revenue Management System), and Datamart;
- Knowledge of DNR's business activities and program structure;
- Ability to adhere to strict processing turnaround times;
- Strong interpersonal relations skills since job duties are fully integrated within the accounting unit;
- Basic knowledge of Microsoft Office Software, specifically Word and Excel.

WHO MAY APPLY: Permanent DNR employees who are on the promotional register or who are eligible to transfer may apply. You may apply to the Financial Analyst 1 register at:

<http://hr.dop.wa.gov/statejobs/bulletins/CURRENT/31272ocapp.htm>

APPLICATION PROCESS: Please submit a Washington State Job Application and a letter of interest describing how your qualifications relate to the position to Dave Cavender at dave.cavender@wadnr.gov or to Mailstop: 47020 by 5:00pm on the closing date.